

News and Notes:

Reporting Deadline

The first reporting deadline for this year is October 14, 2005. This submission should include all students enrolled by Friday, September 30th. All status elements, enrollment information and special education elements for students should be updated by the submission deadline.

New Staff

Welcome David Gall and Shannon Brenner. We have a couple of new faces working with student data. David Gall started with DOE in February working with school staffing data and then moved to coordinate our student data submission in May. Shannon Brenner joined the office on August 1st and will also be working with student data and school calendars. David is a Lake Andes native and was a 2002 graduate of Mount Marty College. Shannon is a Hitchcock native, graduated from Northern State with an elementary teaching degree.

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Consolidations, Reorganizations, and Dissolved Districts

The Elm Valley School district changed their district name to Frederick Area School District effective July 1, 2005; this district will retain the district number of 06-2.

Preparing for the Fall Submission

1. Delete user names and passwords for staff who no longer need access to the system.
2. Create 2006 calendars. You must create a new calendar. Modifying existing calendars will affect all enrollments tied to that calendar and may result in data loss. More information on calendars can be found at <http://doe.sd.gov/ofm/sims/index.asp>
3. If you haven't already done so, complete EOY (End of Year) processing. Note: Those doing vendor uploads, should not copy enrollments!
4. Add any new students to your district using the enrollment wizard.
Remember – If a child is coming from another SD district, he should appear when you search. If the child does not appear after the first search, try again. If you still do not get a match, please contact someone at DOE before creating a new student.
5. Adjust 2005 enrollment records for any students who did not return.

6. Update status elements if necessary. If the status is a default value, no updating is necessary. See below defaults for each status element.

Status	Default
Citizenship	U.S. Citizen
LEP (English Lang Learner)	No
Meal Status**	Standard
Migrant (3 options)	No
Title 1	No
Transportation	Not Transported

*Note: Meal Status is not copied when you copy your enrollments from one calendar to another.

LEP Status

New regulations went into effect with the passage of the No Child Left Behind Act of 2001. In order for a student to be identified as LEP, your district must have documentation that the student's English language proficiency has been assessed using one of the recommended assessments listed below. Students not identified by using the recommended assessments should not be designated as LEP. Following that process, your district should consider appropriately assessing the student's LEP status.

Please be aware that Title III, Section 3202 requires that parents be notified 30 days after the start of school that their child is LEP. The notification must take place 2 weeks after a child enrolls in your district mid-term. As a result, your district should plan to administer LEP identification assessment to comply with this requirement.

South Dakota has identified the **IDEA Language Proficiency Test (IPT)**, produced by Ballard and Tighe Publishers, and the **Language Assessment Scales (LAS)**, produced by CTB/McGraw-Hill, as the assessments that a school district could administer. For more information on where to borrow assessment materials, please contact Janet Haraldson at 773-3218 or janet.haraldson@state.sd.us.

DOE will be updating LEP status for students who have been identified as LEP in prior years. Students now must test proficient on the SELP test for two consecutive years to be considered no longer LEP eligible. DOE will use the SELP scores to set the LEP statuses accordingly.

Enrollment Status

For students who have recently exited from or enrolled into your school district, put the student at 0% enrolled or delete the enrollment record, unless a student is physically present. If the student is receiving services at another district for which you are paying tuition, the other district should report that child with you as the resident district and code the child with an enrollment status of P (tuition paid by district). I have included a list of enrollment status codes below. Please be aware that children coded incorrectly could have an impact on funding, not only for state aid but for allocations calculated by the Office of Grants Management.

- O - Open Enrolled Student
- P - Tuition Paid for Student by Public School District
- W - Tuition Waived for Student
- C - Contracting Student

T - Tuition Paid by Other
S - Paid and Placed by State of South Dakota

Overlaps, Transfers and Exiting Students

When a student transfers from your district to another district, be sure to update your system in a timely manner; this will help eliminate duplicate records. To update a student go back into the students' record and change the exit code from "Student continues" (11) to "Transferred to a School In-State" (3) or to "Transferred to a School Out-of-State" (8).

If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new entry and use the day he returns as the status start date.

Likewise, refer to the NCES guidelines for summer dropouts below.

"Summer Dropouts are students who were not dropouts at the close of the previous school year (2004-2005) but who fail to enroll by October 1, 2005. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2004-2005 but who is not re-enrolled on October 1, 2005 is reported as a 2005-2006 dropout for the 11th grade."

To manage this information in SIMSNET, enroll the student with the normal start date for the school year and end the enrollment using that same date. This will cause the student to be enrolled for one day.

Cross Border Agreement with North Dakota

Recently the State of South Dakota has entered into an agreement with the State of North Dakota to allow cross-border enrollment for kindergarten through 12th-grade students.

The agreement allows a student who resides in a South Dakota school district contiguous to the North Dakota border to attend school in a North Dakota school district. It provides the same opportunity to North Dakota students. The agreement could impact students in the following South Dakota districts: Britton-Hecla, Eureka, Frederick Area, Harding County, Herreid, Lemmon, Leola, McIntosh, McLaughlin, Northwest, Pollock, Rosholt and Sisseton.

How does this affect student data submission? There is a new resident district code assigned to each of our border states:

▪	North Dakota	99085
▪	Minnesota	99086
▪	Iowa	99087
▪	Nebraska	99088
▪	Wyoming	99089
▪	Montana	99090
▪	Non-Border States	99099

For more information on this agreement please check out the following web site:

<http://doe.sd.gov/pressroom/news.asp?ID=18>

Your Data is Important!!

Data elements collected from SIMSNet/DDN Campus are the major components of No Child Left Behind (NCLB) reporting. Please review all data carefully!!

Make sure you have all students who attending school at any point this year listed. Likewise, if you have students who did not attend your school this year, make sure you delete their records.

To create a list of student and their basic data elements follow the steps listed below:

- Go to report wizard in user outline.
- Under new reports, click on student information, and then click on next.
- Choose the following fields for your report:
 - Under Enrollment – choose grade
 - Under Student Identity – choose last_name and first_name.
 - Under SIMS Student – choose SimsNum
 - Under Enrollment – choose start_date, end_date and percent_enrolled
 - Under Status – choose the element(s) you wish to view.
- Leave all fields in the next screen blank to list the codes for all students, or use the filter to get specific data. For instance, if you just wanted student with a meal status of free or reduced, next to the field MS, enter <> S. Click on next
- Create your report.

Student Records Resources on the Web <http://doe.sd.gov/ofm/sims/index.asp>

The above listed address exhibits several resources for SIMS users. Included are lists of data elements, FAQ's, policy statements, newsletters, and updated information. If you have questions, you may want to check the website – it may save you a call.

Add or Remove Name from SIMS Update Mailing List

To add or remove a name from the mailing list, please call Shannon Brenner at 773-2539 or e-mail her at shannon.brenner@state.sd.us.